**FRIENDS of MIP BOARD MEETING MINUTES: 10/5/2023**

**25302 Rancho Niguel Rd Laguna Niguel, CA 92677**

Teams Meeting called to order: 6:07pm

**Roll Call – Board 2023-2024**

| **Title** | **Name** | **Present** | **Title** | **Name** | **Present** |
| --- | --- | --- | --- | --- | --- |
| **President** | **Kevin Welker** | **P** | **Communications Director** | **Janey Sherman** | **P** |
| **VP** | **Monica Pi** | **P** | **Community**  **Liaison** | [Wendy Jerney](mailto:missgato1@gmail.com) | **NP** |
| **Treasurer** | **Joseph Munoz** | **P** | **Secretary** | **Julianne Finkelnburg** | **P** |
| **Financial Controller** | **Paula Simeone** | **P** | **Outreach Director** | [Rachel Wong](mailto:rachel.g.wong@gmail.com) | **P** |
| **Middle School Liaison** | **Czarin Lin** | **P** | **Principal- Bergeson** | **Judith Murphine** | **P** |
| **High School Liaison** | **Samantha Baron** | **P** | **Principal- Newhart** | **Michael Kim** | **NP** |
| **Parliamentarian** | **Ruth Gyllenhammer** | **NP** | **Principal - Capo** | **John Misustin** | **NP** |

**Other Attendee**

* Brooke
* Jody K
* Megan Holland

**MINUTES**

Julianne makes a motion to approve September 2023 minutes, Samantha seconds, none opposed. September 2023 minutes are accepted.

**PRINCIPAL and/or TEACHER REQUESTS/NEWS**

* Capo Valley High School – Principal John Misustin - NP
* Newhart Middle School – Principal Michael Kim - NP
* Bergeson Elementary - Principal Judith Murphine - P
  + Asked why teachers have 5 release days a year
    - No one knows, but Kevin recommends asking Ms. Kommine or Mr. Hauser to see if they have more information
  + Guiding Coalition
    - The coalition will have surveys going out on Monday to all English and MIP families
  + We have a principal for the day coming up on October 20th and she would like someone on the Board to be principal for the day and then there will be a luncheon with a slideshow after at the district office 11:30am to 1pm
    - Samantha recommended putting it up for an auction or selling raffle tickets for parents who would like to participate and turn it into a fundraiser but asked if this would be a PTA or a MIP fundraiser
      * Megan Holland, PTA president was on the call and asked if Principal Murphine could send more information, but if it were a PTA fundraiser they would be required to have a Giveback associated with it
  + Teacher/Staff updates
    - Teachers went to a training class today and she got good feedback from them
  + Czarin asked about the fun run and why it is not scheduled for the Fall
    - Fun run has been moved to the Spring (March 27th) so fundraising can be focused on the 180 Club

**DONATIONS, BUDGET AND FINANCIALS (TREASURER & FINANCIAL CONTROLLER)**

* Annual Fundraiser
  + So far, MIP has raised $45,727 and we are at $108,000 for our budget
* Financial Statement
  + - Joseph will post a P&L before the end of next week
* Donor Receipts
  + Monica deposited $7900 from donors and some are from those who attended the last MIP meeting
    - $5000 from Bob Barnum who attended last and has his own foundation and is possibly considering sending his children to Bergeson

**OTHER BUSINESS**

**President: Kevin Welker - P**

* Next Meeting—November 2, 2023, Online, 6PM
  + Teacher reimbursements
    - He spoke with the teachers and informed them that if they have any Mandarin specific supplies to submit these receipts to the board to help cover the costs
  + Financial allocation to pay October commitment for Aides wages
    - He and Joseph are working on the aides wages. They have the checks for the first payment but need the annual fundraiser to be successful so the funds are available and savings do not need to be used
  + ‘23 gala auction item notifications for school related (parking spot, CVHS front of line, reserved seating at CNY events etc)
    - Kevin is going to coordinate with the school and those who won these items at the last Gala and confirm they have received them and for those who have not, help assist

**Vice President: Monica Pi - P**

* Gala Planning
  + Soka University location currently on hold for February 24th, but could move it to March 9th
    - Megan said that 5th graders get back from Science Camp on March 8th and was not sure if the 9th could be an issue for some parents
    - Monica has looked at about 10 other options in the area, but they have been very expensive up to $30K+ and will not allow MIP to bring in its own caterer
    - The plan is to rent a large banquet room that can hold about 150 people, but there are giant pillars in the room
      * With the pillars, we may need to get projections and screens so all can see
      * If we need additional seating there is a second floor we can rent
  + At Soka we can bring in our own caterer but there are specific requirements they must meet
    - She has reached out to parents to see if anyone has a catering company or knows one that could provide this service at the Gala
  + Monica is interested in inviting the mayor or city council members of Laguna Niguel to the Gala to get more publicity for the program
  + Auctioneer
    - Monica is potentially looking at other dates and other auctioneers and possibly has found an alternate to Zach that she likes, has a good reputation and resume, and has a reasonable cost ($3000)
      * She received quotes from five other auctioneers
    - Julianne asked if she will speak with Zach before choosing a new one to see if he would be willing to lower his costs if he is available?
      * Monica said yes, and she will reach out to him once the date and details are finalized
  + In Kindful has a silent auction option and asked why we don't use them
    - Kevin cannot remember, but said he will check options
    - Samantha said she thinks it is because they have a large fee like 3%
  + Monica is not sure if we are moving forward with the ceremony for the graduating class
    - Samantha asked why this was not being considered right now
      * Monica said she had heard from others that they were unsure about this
      * Samantha said that many of the senior parents are already working on this
        + Monica said that is great and she will plan on including it. She asked if students should receive a gift card at the ceremony so they can leave after and go to dinner

Samantha suggested that if the food is buffet style, they can get it to go and they can also stay and speak to parents about the program

* + Centerpiece decor was offered by a floral designer last year for around $25 per centerpiece but asked about using art pieces and then auctioning them off that night
    - Julianne suggested that since Smanatha had previously brought up having the students make art pieces for the Gala auction to possibly have each class or students create art center pieces for the table
* Potential Golf Tournament
  + Monica made connections with a parent who previous played professional football and suggested possibly have a golf tournament and bring in some of his football friend
    - Kevin suggested getting more information and possibly open the tournament up to the community as well

**Outreach Director: Rachel Wong - P**

* + Moon Festival
    - Rachel said it went well and got great feedback from the parents
      * Principal Murphine said that she got great feedback from all students and parents, not just on the bake sale, but the story time and activities that were offered throughout the week
      * Rachel mentioned that it was difficult to get the Y kids in and out of the activities and suggested that maybe next year possibly do one activity and offer it for the three days and limit the number or students per day
  + iChinese Reader
    - The office helped submit the student information for the iChinese Readers and the login information for the students should make with their current logins for their computers
  + Lunar New Year
    - Kickoff Feb 2nd with a lion dance and have the week from the 5th to the 9th to celebrate
      * Principal Murphine is working with food services to see if they can provide a meal for the students
        + She would also like to have parents and teachers come in and help educate the children and teach all children, not just MIP students. She plans on also including information on Lunar New Year in the morning announcements

Principal Murphine also has an informational brochure she posted last year while at Newhart and will send it to Rachel and will work with her to schedule the events

Rachel asked about Jennifer Hewitt and the yo-yo demonstration

Principal Murphine has been using a gentleman that demos these

Kevin said sometimes we have other students come in and demonstrate these on the lawn area

Samantha said the yo-yo demonstration can occur at another time since it is not relevant to Lunar New Year

Principal Murphine said will consider him coming in at another time

* + - * Rachel has been talking with Oliver Chen, and author, to do a book reading for the children. He will not know his schedule until the end of the month
        + Principal Murphine asked if he can do 2 or 3 sessions and how long will it be?

Rachel said probably 3 and it would take about 30-45 minutes

* + - * + If anyone wants to purchase one of his books there will be a flier that will go out to parents to purchase one and a percentage of the sales will go back to MIP
    - Rachel suggested doing a red envelope gram but was worried it would interfere with the PTA valentine grams
      * Megan said the PTA does not have any plans for this yet
        + Kevin asked Principal Murphine if there is anything the school could provide for the red envelopes

She said they could put in a red Bergeson Best, and possibly a gift certificate, but at the middle school they gave one to each student a red envelope

Samantha asked if we could provide a red envelope to each student

KEvin said it would be good to brainstorm on some ideas like this later

* + - Samantha asked if Rachel has reached out to any venues about holding Chinese New Year performances
      * + Rachel reached out to South Coast Plaza
        + Monica asked if anyone knows Eric Chamberlin since she believes he is on the board at the Segerstrom Center and ask him if they can donate anything

Kevin said he did and would reach out

**Community Liaison - Wendy Jerney - NP**

Since Wendy was absent, Kevin asked Megan to provide an update

* Megan said the parking spot auction is starting on Monday and will close on the movie night
  + Samantha asked what movie will be played
    - Megan answered Coco
  + There will be free hot chocolate and items to purchase to help fund the 5th grade science camp trip
* PTA is continuing to ask parents for PTA membership fee and the 180 Club
  + These funds are needed to cover costs for field trips and STEM programs
* Megan has gotten great feedback on the Bark website and said Principal Murphine has done a great job at putting it together

**Secretary: Julianne Finkelnburg - P**

* October mixer idea - having families participate in a trash clean-up day around the school, the trail and the park behind the school
  + Julianne said she will contact the city to see if they can provide materials for volunteers to use (pick-up sticks, trash bags, gloves, etc.) so the board does not incur any costs for these items
  + Samantha and Principal Murphine said that middle school and high schoolers could get volunteer hours for this event.
* Minutes will be available for all to review in the next few days

**Communications Director: Janey Sherman**

* Newsletter Content
  + The Bark is getting updated and will go out soon
    - She will include information on the annual fundraising campaign, guiding coalition progress and principal for a day opportunity
      * Will include an info graphic about the gala survey so parents can have a visual on the responses
      * Kevin will give her content for annual fundraising and asked to remind parents that we have only 25 more days to reach our goal
        + Czarin asked if we can have a table in the breezeway

Kevin said it was a great idea and asked Julianne to send out the link with the list of volunteers so that these people can help staff the table

Julianne will double check the list iis up to date and then will send the link out to the board again

**Middle School Liaison - Czarin Lin - P**

* MS Communications - Chinese New Year Planning
  + Dragon dance is booked for Jan 30th since the MPR is already booked on the Feb. date
    - Czarin said they decided to do a dragon dance this year since it is the year of the dragon. She found a group with a great rapport and would like to bring them in to do the dance
      * They have quoted about $1200 which is their non-profit rate, however, it is more than last year’s lion dance
        + She would like to coordinate with PTA and hopefully they can help with the budget
    - She would like to have games setup for the kids like a chopsticks game where they have a race to see who can get the most
      * Other game option is a dragon pinata and the kids will have to answer a question before they can hit it
        + Kevin suggested have questions in Spanish, Mandarin and English. (The spanish immersion program attends Newhart as well)
    - The plan for week includes:Monday decorate, Tuesday, a craft, like paper cutting, Wednesday, have the dragon dance in the MPR, Thursday game day and will need parent volunteers to help with these and Friday will have Jennifer Hewit present calligraphy and martial arts demos
      * + Sam suggested save the paper cuttings for the gala and use them to auction
      * Principal Murphine said that they may have the lunch menu feature Chinese cuisine again like last year.

**High School Liaison: Samantha Baron - P**

* Lunar New Year
  + Ms. Komine typically does something in the classroom, but not sure if she will be doing the Chinese Cultural Night again this year as it is a very big undertaking
    - If Ms. Komine does not do Chinese Cultural Night maybe we have the children audition and have a variety show for the students. She will ask the HS principal if they can host it but open it up to all classes not just HS students
* Gala
  + There are plans to have the senior MIP class come to the gala and she would like to have Thalia and John Alpay who was a council member and who helped start the program come and present awards to the seniors

**Open Discussion**

* P. Murphine said that they are trying their best to advertise the MIP program and met with CUSD communications department and they asked about major events on campus and if we want someone from the communications department to write a story about it
  + Jimmy Knodoel is the contact
    - Janie asked if P. Murphine will be able to give her her contact info. SHe said yes
    - P. Murphine wants Jimmy to come and talk with the guiding coalition and give a presentation about a new advertising company they are using
      * She said there are so many unique things about our program that can be highlighted.
* The TK program is mandarin only and currently has 22 students. Some parents are still not aware that we do not have an English TK program. More advertisement needs to be done
* Kevin said he is going to look at the price for the lion and dragon dance equipment so we do not have to continue to pay for it

**Motions**

* Julianne makes a motion to approve the September 2023 minutes, Samantha seconds, none opposed. September 2023 minutes accepted.

**Check Requests:**

**Check #     Payee             Purpose           Amount**

Kevin motions to adjourn the meeting and none opposed.

Meeting adjourned 7:37pm

Next official board meeting: November 2, 2023 (virtual)